



DEPARTMENT OF THE NAVY

DIRECTOR NAVAL RESERVE INFORMATION SYSTEMS OFFICE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5401

NAVRESINFOSYSOFFINST 1070.1B
N254
22 Jul 1999

NAVRESINFOSYSOFF INSTRUCTION 1070.1B

Subj: CHECK-IN/CHECK-OUT PROCEDURES FOR MILITARY, CIVILIAN, AND
CONTRACTOR PERSONNEL

Encl: (1) NAVRESINFOSYSOFF 1070/1 (Rev 7-99)

1. Purpose. To establish check-in/check-out procedures and responsibilities for military, civilian, and contractor personnel assigned to the Naval Reserve Information Systems Office (NAVRESINFOSYSOFF). This instruction has been revised and should be read in its entirety.

2. Cancellation. NAVRESINFOSYSOFFINST 1070.1A

3. Responsibilities

a. Managers. All department directors and contractor project managers will forward to the Administration Office (N254), building 2, 1st floor, a projected listing of gains and losses as soon as information is received, or if possible 30 days prior to assignment or departure. For losses, indicate whether the individual is being reassigned, retired, or transferred to another department within NAVRESINFOSYSOFF. Also, indicate whether command recognition is deserving (i.e., a Letter of Appreciation or Commendation, the Navy and Marine Corps Achievement Medal, a Certificate of Appreciation from the Mayor of New Orleans, or a command plaque (justification must be provided)).

b. Immediate supervisors will be responsible for accomplishing the following:

(1) Check-in. Ensure that newly assigned military, civilian, or contractor personnel report to the Administration Office within 1 workday of reporting for duty. Administration will provide a copy of enclosure (1) to reporting personnel for completion. Immediate supervisors are responsible for ensuring enclosure (1) is completed and returned within 48 hours of assignment.

(2) Check-out. Instruct the employee to report to the Administration Office at least 10 days prior to their departure date. At that time, the employee will be given instructions on

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when and how to complete enclosure (1). The employee will return the completed form to the Administration Office at least 24 hours prior to departure. As a minimum, departing personnel will be required to accomplish the following:

(a) Ensure you transfer custody of any assigned computer equipment, software, and other property to the inventory control custodian.

(b) Turn in all security badges, keys, and vehicle decals.


(c) Provide a forwarding address for mailroom to forward your mail subsequent to departure.

(d) Complete processing in other areas as required.

4. Form and Report

a. The NAVRESINFOSYSOFF 1070/1 (Rev 7-99), Check-In/Check-Out Form may be obtained from the NAVRESINFOSYSOFF Administration office located in Building 2, 1st floor behind elevators.

b. The Anticipated Loss/Gain Report contained in paragraph 3a above has been assigned report control symbol NAVRESINFOSYSOFF 1080-1, which will cancel in 3 years from the date of this directive.


A. A. BAYLEY
Acting

Distribution: (NAVRESINFOSYSOFFINST 5216.1)

List A

B

CHECK-IN/CHECK-OUT FORM

NAVRESINFOSYSOFFINST 1070.1B

NAME: (Last, First, MI)		REPLACEMENT FOR: (Provide Name)		SSN (Last four digits):	
TITLE:		RATE/RANK (MILPERS):		SERIES/GRADE (CIVPERS):	
WORK PHONE:	DEPARTMENT/OFFICE ASSIGNED:	BLDG. LOCATED:	FLOOR NUMBER:	CUBE ASSIGNED:	

#-Civilians	*-Military	@-Contractors	IN	OUT
# * @	1.	IMMEDIATE SUPERVISOR/PROJECT MANAGER.....	_____	_____
@	2.	CONTRACTING OFFICER REPRESENTATIVE.....	_____	_____
# *	3.	DIVISION DIRECTOR.....	_____	_____
# *	4.	DEPARTMENT DIRECTOR.....	_____	_____
# * @	5.	TELEPHONE COORDINATOR.....	_____	_____
# * @	6.	SECURITY OFFICER.....	_____	_____
# * @	7.	INFORMATION SYSTEMS SECURITY MANAGER.....	_____	_____
# *	8.	BUDGET TRAVEL.....	_____	_____
#	9.	PAYROLL CLERKS.....	_____	_____
#	10.	CIVILIAN PERSONNEL LIAISON.....	_____	_____
#	11.	CIVILIAN TRAINING COORDINATOR.....	_____	_____
# *	12.	SAFETY MANAGER.....	_____	_____
# * @	13.	ELECTRONIC MAIL (E-MAIL) ADMINISTRATOR.....	_____	_____
# * @	14.	PLANT PROPERTY/RESOURCE MANAGEMENT (Software).....	_____	_____
		(Hardware).....	_____	_____
# * @	15.	MAIL ADMINISTRATOR.....	_____	_____
# * @	16.	DATABASE MANAGEMENT PERSONNEL.....	_____	_____
#	17.	GOVERNMENT TRAVEL CHARGE CARD.....	_____	_____
*	18.	COMMAND CHIEF.....	_____	_____
*	19.	DAPA.....	_____	_____
*	20.	COMMAND CAREER COUNSELOR.....	_____	_____
*	21.	COMMAND FITNESS COORDINATOR.....	_____	_____
*	22.	COMMAND FINANCIAL SPECIALIST.....	_____	_____
*	23.	WATCH BILL COORDINATOR.....	_____	_____
*	24.	MEDICAL.....	_____	_____
*	25.	DENTAL (NAVSUPPACT, Westbank).....	_____	_____
*	26.	TRICARE COORDINATOR (NAVSUPPACT, Westbank).....	_____	_____
*	27.	PERSUPPDET (NAVSUPPACT, Westbank).....	_____	_____
# * @	28.	ADMINISTRATIVE OFFICER.....	_____	_____